



Government of Canada  
Fisheries and Oceans

Gouvernement du Canada  
Pêches et Océans

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GCCMS # : 2018-101-00020

EKME # : 3975312

To:  
Pour: Catherine Blewett

Date: December 7, 2018


Object:  
Objet:

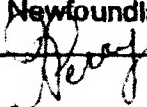
**MEMORANDUM FOR THE DEPUTY MINISTER – REQUEST FOR  
APPROVAL OF EVENT AFTER THE FACT**

From / De: Jacqueline Perry, Acting Regional Director General, Newfoundland &  
Labrador Region

Via: Jennifer O'Donoughue, Chief Financial Officer

Additional approvals:

Autre(s) approbation(s):   
Farhat Khan, CPA, CMA  
Director General

  
JAN 15 2019



Your Signature  
Votre signature



Information



For Comments  
Observations



Material for the Minister  
Documents pour le Ministre

Remarks:  
Remarques:

Drafting Officer/ Rédacteur: J. Perry 709-772-4417/mtc

Canada



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

Newfoundland & Labrador

Terre-Neuve et Labrador

Regional Director General

Directeur général régional

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**2018-101-00020**  
**EKME #: 3975312**

## **MEMORANDUM FOR THE DEPUTY MINISTER**

### **REQUEST FOR APPROVAL OF EVENT AFTER THE FACT**

#### **SUMMARY OF ADVICE TO DEPUTY MINISTER**

The purpose of this note is to seek your approval for an event after the fact.

The Regional Distinction Award Ceremony took place on 11 September 2018, and was the most well attended ceremony in the region's history.

A number of award nominations had been received and reviewed by the Regional Awards Committee. A total of four group awards and three individual awards were presented. Two of the large group awards were given based on the outstanding efforts carried out related to the Federal Infrastructure Initiative.

The ceremony was planned to allow for the Regional Director General to present the awards in an open manner to the recipients and provide an opportunity for the region to highlight the achievements of 47 of its staff. The last such ceremony took place in June 2015, so it was imperative that this event take place when it did.

#### **BACKGROUND**

The Small Craft Harbours team was nominated for their outstanding involvement in implementation of the FII 1 and 2 initiatives in the Newfoundland and Labrador Region. Total cost of the projects for SCH were approximately \$125-, and involved 68 projects. The Real Property team was also nominated for their outstanding involvement in implementation of the FII 1 & 2 initiatives. The total cost of the projects for RP were almost \$50-, and involved 67 projects. Two other large group awards were given under the new Values in the Workplace category. The G20 Spirit Committee was nominated due to its dedication to events and activities which increase morale and reduce stress in the workplace. The NAFC Social Committee was nominated for its focus on providing an inclusive, uplifting environment in the workplace and its focus on employee wellbeing.

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- 2 -

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The cost for Distinction Awards is \$14,100 which brings the total cost of the event, including \$520 for hospitality, to \$18,063.04.

Prior to the event taking place, the planning committee consulted the Treasury Board Directive on Travel, Conference, Hospitality and Event Expenditures (TCHEE), per the direction on the DFO CFO's intranet site (<http://w02intra01.ncr.dfo-mpo.gc.ca/ENGLISH/CFO/FMMO-OFGM/AFP/FPD/Travel/THCEEINDEX-eng.htm>). The event authorization instructions under section D.2.2.6 of the TBS TCHEE directive outline senior departmental manager delegation for events less than \$25K. The senior departmental manager was subsequently interpreted to be the Regional Director General (RDG). The planning committee did not consult DFO's Delegation of Authority for the appropriate level of delegated authority for the RDG, which was a mistake on our part. This error was only discovered after the event had occurred, and was an unintentional oversight.

The DFO Awards and Recognition Program was consulted prior to any activity taking place. The program states that RDGs have the authority to either select award items for recipients up to a value of \$500, or use in-house. Based on this direction, the RDG thought it more appropriate to select works by local artists, and all are valued at approximately \$300 each. During the ceremony, the award recipients were presented with framed certificates from the Regional Director General. Costs incurred for the ceremony included framing of the distinction certificates, and hospitality expenditures of \$520 for a full house at the ceremony. The Distinction Awards for the recipients were to be ordered after the fact. We have not yet placed the order for the Distinction Awards. It is now understood that hospitality offered during a Distinction Awards ceremony requires the Deputy Minister's approval regardless of dollar amount.

Corrective measures have been implemented to educate all of those involved with respect to delegated authorities of the RDG, Deputy Minister and Minister. Training is being arranged with assistance from HRCS and CFO sectors regarding the Travel, Hospitality, Conferences and Event Expenditures (THCEE) directive as well as the DFO recognition awards program. In the future, any event or hospitality being offered in the Region will be appropriately authorized accordingly to these policies.

#### **STRATEGIC CONSIDERATIONS**

N/A

#### **SCIENCE ADVICE**

N/A

#### **INTERDEPARTMENTAL CONSULTATIONS**

N/A

- 3 -

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**INDIGENOUS CONSULTATIONS**

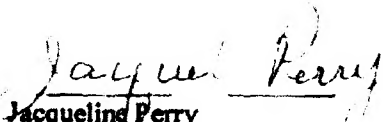
N/A

**EXTERNAL CONSULTATIONS**

N/A

**ADVICE AND RECOMMENDATIONS TO DEPUTY MINISTER**

It is recommended that you approve this event request.

  
Jacqueline Perry  
Acting Regional Director General  
Newfoundland & Labrador Region

- ☒ I concur with the recommendations  
☐ I do not concur with the recommendations

\_\_\_\_\_  
Catherine Blewett  
Deputy Minister

  
Kevin Stringer  
Associate Deputy Minister

Attachment(s): (3)

- 1) Agenda
- 2) Hospitality Request/Hospitality Expense
- 3) Attendance List

## Agenda

*Emcee: Lily Abbass*

Associate Regional Director General, NL Region

*Opening Remarks*

*Jacqueline Perry*

Acting Regional Director General, NL Region

**Presentation of Distinction Awards**

\*\*\*\*\*

For his contribution to the Conservation Area Closures.

Presented by Jacqueline Perry on behalf of Scott Gilbert, Acting Regional  
Director General, Central & Arctic Region

For his contribution to the Conservation Area Closures.

Presented by Jacqueline Perry on behalf of Scott Gilbert, Acting Regional  
Director General, Central & Arctic Region

\*\*\*\*\*

For his management in the Implementation of the Coastal Restoration Fund.

Presented by Tilman Bieger, A/Regional Director, Ecosystems Management

For his voluntary dedication

Presented by Lily Abbass, Associate Regional Director General

NAFC

For her voluntary dedication

Workplace Health and Safety Committee.

Presented by Craig Hogan, Regional Director, Real Property, Safety & Security

## Agenda

**G20 Spirit Committee**

In recognition of their voluntary dedication to wellness in the workplace  
through their involvement in the G20 Spirit Committee.

Presented by Jennifer Fitzpatrick, Regional Director, Human Resources

**NAFC Social Committee**

In recognition of their voluntary dedication to wellness in the workplace  
through their involvement in the NAFC Social Committee.

Presented by Lily Abbass, Associate Regional Director General

In recognition of their involvement in the successful implementation of  
the Small Craft Harbours regional component of the FI 1 and 2.

Presented by Bill Goulding, Regional Director, Small Craft Harbours

In recognition of their involvement in the successful implementation of the  
Real Property, Safety and Security regional component of the FI 1 and 2.  
Presented by Craig Hogan, Regional Director, Real Property, Safety & Security

**Closing Remarks**

Lily Abbass

**Reception**

Please join the award recipients for a reception in the atrium of the auditorium  
following the ceremony

Activity Request: Travel, Hospitality, Conference and Event Expenditures Initiation <span style="float: right;">[ ] None</span>					
This form includes seven parts: Activity Information, Completed By, Justifications, Participants/Travel, Hospitality, Other Costs, and Authorizations. Our tabs have been included to capture this information and to provide a summary first tab. This form indicates the appropriate pre-approval level based on current policy instruments. (Form must be attached. White and yellow boxes must be completed for relevant sections. Please complete every field in each section sequentially.)					
Storage number: Fiscal Quarter: 02		Activity #: 00000000000000000000		This section for corporate use only Fiscal Year: 2018	
<b>1. Event or Operational Activity Information</b>			<b>2. Completed By:</b>		
Name of the Activity:	Regional Distinction Awards Ceremony		Contact Name:	Joanne Tobin	
Travel Category:	06 - No travel required / Aucun voyage requis		Contact Title:	Administrative Officer, Human Resources	
Activity Date:	From: 2018-09-11	To: 2018-09-11	Contact Phone:	709-772-5483	
Country:	Canada		Organization:	Departmental group making this request	
City / Province (region):	NL Region		Sector (Mandatory):	Senior Executive (DFO-MPO)	
Venue:	Northwest Atlantic Fisheries Centre		Region:	Newfoundland and Labrador / Terre-Neuve et Labrador (DFO_MPO)	
Hosted by the Department:	Yes/Out				
Will the activity include engagement with domestic or international stakeholders?			No/None		
Activity Type:	Corporate, Sector or Regional Activity		This is an Event		
Activity Subtype:	Award / Recognition ceremony				
Recurring Activity:	Annually / Annually				
Department: 150		Other Government Departments (OGE): 0		Non-Public Servant: 0	
				Total: 150	
<b>3. Justifications</b>					
Brief overview of the activity and its purpose. This event is the Regional Distinction Awards Ceremony. The purpose is to recognize those employees who have been nominated for Regional Distinction Awards in a public forum and allow the opportunity for the region to highlight the accomplishments of these employees.					
<b>4. Hospitality</b>					
Type (No alcohol included)	Department participants: 150		Paid for by the Department Other Government Departments: 0		Paid by Other Organizations Department participants: 0
Breakfast	\$ -		\$ -		\$ -
Lunch	\$ -		\$ -		\$ -
Dinner	\$ -		\$ -		\$ -
Refreshments	\$ 520.00		\$ -		\$ -
Reception	\$ -		\$ -		\$ -
Entertainment	\$ -		\$ -		\$ -
Transport	\$ -		\$ -		\$ -
Hospitality Costs	\$ 520.00		\$ -		\$ -
Facilities & Associated Costs	\$ -		\$ -		\$ -
Total Hospitality paid by the Department	\$ 520.00		\$ -		\$ -
Explanation for Hospitality: No refreshments are being provided as part of the Regional Distinction Awards Ceremony					
<b>5. Travel</b>					
Total Count of Travelers	0		Paid for by the Department or Cost Will Be Recovered Department participants: 0		Paid by Other Organizations Other attendees: 0
Travel Costs	Department participants: 0		Other attendees: 0		Department participants: 0
Transportation (Air, Train, Car Rental, Taxi)	\$ -		\$ -		\$ -
Other Transportation	\$ -		\$ -		\$ -
Accommodation	\$ -		\$ -		\$ -
Meals and Incidentals	\$ -		\$ -		\$ -
Other Costs	\$ -		\$ -		\$ -
Total Travel costs	\$ -		\$ -		\$ -
Grand Total - Travel Costs: \$ -					
<b>6. Other Costs (Professional Services, translation services, room rental, etc.)</b>					
Description	Departmental		Other Organizations		
Facilities Cost (not related to hospitality)	\$ -		\$ -		\$ -
Recipient Gifts (47 recipients x \$300)	\$ 14,100.00		\$ -		\$ -
Framing of certificates (49 x \$34.00 plus tax)	\$ 1,666.00		\$ -		\$ -
Photographer, Decorations	\$ 492.20		\$ -		\$ -
Total Other costs	\$ 16,258.20		\$ -		\$ -
Grand Total - Other Costs: \$ 16,258.20					
<b>Activity Costs Summary</b>					
	Departmental		Other Organizations		Total
Hospitality	\$ 520.00		\$ -		\$ 520.00
Travel	\$ -		\$ -		\$ -
Conference	\$ -		\$ -		\$ -
Other	\$ 17,542.54		\$ -		\$ 17,542.54
Total Activity Costs	\$ 18,062.54		\$ -		\$ 18,062.54
<b>7. Authorizations</b>					
The following exceptions have been identified / Les exceptions suivantes ont été identifiées: Hospitality for an award ceremony					
Activity Requested by:	Name of the Initiator: [Signature]		Date: [Date]		Designation: [Title]
Request must be recommended by the Senior Departmental Manager (SDM) identified below (Deputy Minister pre-approval required)					
Event/Événement (\$18,062.54)	[Signature]		[Signature]		Select/Selectionnez
The signature of the SDM or delegate confirms they authorize the travel, hospitality, conference and event expenditures (THCEE) and the THCEE are necessary to support the departmental mandate and align with the TB Disclosure on THCEE.					
For assistance determining the correct level or for any question regarding the expenditure initiation of THCEE, please contact Financial Policies Unit at dfo-mpo.gc.ca					
Please attach and return the completed initial form to the DFO/SDO Correspondence-Coordonnées d'ADM-MPO@dfo-mpo.gc.ca and include a scanned copy of the first page bearing the signatures.					

**Distinction Awards Ceremony  
September 11, 2018**

	<b>Participant</b>	<b>Position/Title</b>
1.		Award Recipient
2.		Award Recipient
3.		Award Recipient
4.		Award Recipient
5.		Award Recipient
6.		Award Recipient
7.		Award Recipient
8.		Award Recipient
9.		Award Recipient
10.		Award Recipient
11.		Award Recipient
12.		Award Recipient
13.		Award Recipient
14.		Award Recipient
15.		Award Recipient
16.		Award Recipient
17.		Award Recipient
18.		Award Recipient
19.		Award Recipient
20.		Award Recipient
21.		Award Recipient
22.		Award Recipient
23.		Award Recipient
24.		Award Recipient
25.		Award Recipient
26.		Award Recipient
27.		Award Recipient
28.		Award Recipient
29.		Award Recipient
30.		Award Recipient
31.		Award Recipient
32.		Award Recipient
33.		Award Recipient
34.		Award Recipient

35.		Award Recipient
36.		Award Recipient
37.		Award Recipient
38.		Award Recipient
39.		Award Recipient
40.		Award Recipient
41.		Award Recipient
42.		Award Recipient
43.		Award Recipient
44.		Award Recipient
45.		Award Recipient
46.		Award Recipient
47.		Award Recipient
48.		Award Recipient
49.		Award Recipient
50.	Lily Abbass	Regional Management Committee
51.	Jacqueline Perry	Regional Management Committee
52.	Tony Blanchard	Regional Management Committee
53.	Jennifer Fitzpatrick	Regional Management Committee
54.	Bill Goulding	Regional Management Committee
55.	Craig Hogan	Regional Management Committee
56.	Tilman Bieger	Regional Management Committee
57.	Bob Lambert	Regional Management Committee
58.	Lloyd Slaney	Regional Management Committee
59.	Joanne Smyth	Regional Management Committee
60.	Scott Vere-Holloway	Regional Management Committee
61.	Sara Dunderdale	Regional Management Committee
62.	Lana Collins	Communications
63.	Lynn Neary	Communications
64.	Trina Appleby	Communications
65.	Amanda Martin	Communications
Plus all in attendance in the audience		